




<b>FROM</b>	NAME & TITLE	ERIC W. TISO, SITE PLAN REVIEW COMMITTEE CHAIR	CITY of BALTIMORE  <b>MEMO</b>	
	AGENCY NAME & ADDRESS	LAND USE AND URBAN DESIGN DIVISION DEPARTMENT OF PLANNING 417 EAST FAYETTE STREET, 8 <sup>TH</sup> FLOOR		
	SUBJECT	SITE PLAN REVIEW COMMITTEE MINUTES FOR OCTOBER 14, 2009		

**TO**

DATE:

October 21, 2009

Captain John Carr, Fire Department  
Mr. Ken Sands, Parking Authority  
Mr. Kirkland Gabriel, DOT TEC  
Ms. Valorie LaCour, DOT Planning  
Mr. John Thumbi, DOT Traffic  
Dr. Nollie P. Wood Jr., Mayor's Office  
Ms. Miriam Agrama, DHCD Plans Examining  
Mr. Geoff Veale, Zoning Administrator  
Mr. David Tanner, BMZA

In attendance were:

- Eric Tiso, Wolde Ararsa, Melvin Hicks, Gary Letteron, Ervin McDaniel, Bob Quilter, Lisa Morris, Kyle Leggs, and Kate Edwards for the Department of Planning;
- Capt John Carr for the Fire Department;
- John Igwe and Milan Rai for HCD Plans Examining;
- Kirkland Gabriel, John Thumbi and Valorie LaCour for the Department of Transportation;
- Ken Sands for the Parking Authority;
- Dr. Nollie Wood, Jr. for the Mayor's Commission on Disabilities; and
- Vivaldi Nguyen for the Department of Public Works.

### **Agenda**

1. 5704 Roland Ave – New Colombiere Jesuit Community Residence
2. 5415 Reisterstown Road – Hilltop Shopping Center – MVA Office

### **Plans Update**

1. 4939 Belair Road – Used Car Dealership/Sina Auto – Approved
2. 900 S. Caton Avenue – St. Agnes Hospital Campus Revitalization – Approved

## **5704 Roland Ave – New Colombiere Jesuit Community Residence**

**Zoning:** R-1

Plans Date: 11 Sept 2009

**Block/Lot:** 4820-F/002

**Urban Renewal:** None

**Environmental:** Forest Conservation, Green Building Code

**Historic:** None

**Total Site Area:** ±13.592 Acres

**Gross Square Footage:** Not listed

In addition to Committee Members and Planning staff, in attendance was:

- Adam Baker, Whiteford Taylor & Preston;
- Alfred Dragani, BJC;
- Tom McCracken, Owner/Agent;
- Brad Jones, Century Engineering; and
- Michael Pokorny, HCD Finance.

### **Project Summary:**

This is the site of an existing residence for the Jesuit Priests that is about 49 years old and serves 19 semi-retired and able-bodied priests. A new replacement building will be built immediately adjacent to the existing building, with 38 dwelling units in the south wing and related administrative and working space in the north wing. Once the replacement building is ready, the older residence will be demolished. An expanded parking lot will be provided following the improvements.

### **Comments & Issues:**

- Fire/Life Safety: The building will need to be fully sprinklered and alarmed.
- Environmental/Landscaping:
  - A Forest Stand Delineation (FSD) has been submitted. Applicants are working with Gary Letteron (410-396-4369) on Forest Conservation program requirements.
  - The building will use a geothermal well system for heating, as part of the Green Building Code program.
- Parking/Traffic:
  - 20-25 parking spaces exist on the site now to serve the existing pool of cars, plus about three housekeeping staff members.
  - All right-angle parking spaces are to be 9' wide by 20' in depth, please mark a typical space with these dimensions.
  - Convents, seminaries, and monasteries require one off-street parking space per ten residents (§10-405.25.ii).
  - The proposed building will be located on the existing parking field, and both buildings will be in place simultaneously. This may mean that parking for both buildings may need to be available as the project transitions. Please contact the Zoning Enforcement office to obtain an opinion on how to manage the parking through the project lifespan.

- The applicants propose to provide temporary parking along the entry driveway, in right-angle parking spaces, that will be paved. Per §10-307.a, all "...parking spaces must be surfaced and maintained with a dustless all-weather material in accordance with the Building Code of Baltimore City." These temporary spaces will need to be 9' wide by 20' in depth. Please also provide handicapped parking spaces
- Roland Avenue is scheduled for repaving next year, and will include bike lanes. Coordinate utility work with Baltimore City DOT's Transportation Engineering and Construction (TEC) Division.
- No pedestrian connection to the sidewalk on Roland Avenue is shown.
- Accessibility:
  - One handicapped accessible parking space will be required for each 25 standard parking spaces.
  - Please ensure that sidewalks are handicapped accessible. Add painted hatchment for safe routes that connect sidewalks to parking spaces.
  - To the extent possible, design the walking path through the campus to either be handicapped accessible, or that a short-loop portion of the walking path is handicapped accessible.
  - Applicants stated that all of the dwelling units will be handicapped accessible, and that there are two elevators in the proposed building.
- Stormwater Management: These regulations are in transition. Applicants state that the plans are based on current regulations, and that they anticipate permitting prior to the regulatory change-over.
- Missing Site Plan Elements: Please refer to the SPRC guidelines for more information.
  - The official address of the lot/property address
  - Block & Lot designation
  - Existing Zoning Classification
  - Existing & proposed use
  - Lot coverage: minimum – allowed & proposed
  - Total area of the lot and total gross square footage of proposed buildings
  - General Site Information, whether site is/is not located within any of the following:
    - Chesapeake Bay Critical Area
    - Urban Renewal Plan Area
    - 100 Year Flood Plain
  - Note concerning method of refuse collection
  - The width and location of all proposed and/or existing curb cuts and driveways
  - Table of required parking spaces and count of parking spaces provided.

**Next Steps:**

- Show missing plan elements and general notes as per SPRC guidelines;
- Confirm parking requirements with Zoning Enforcement;
- Continue working on Forest Conservation Program requirements with Gary Letteron;
- Submit two complete paper sets of revised plans, plus one .pdf copy, and reschedule for review.

**NOTE:**

- **Approvals of site plans are contingent upon the applicant fulfilling all the site plan requirements, Subdivision Rules and Regulations, Zoning Code requirements, Forest Conservation requirements, Critical Area and related environmental controls, Traffic Impact Study requirements, and addressing all comments provided by the Site Plan Review Committee during and after the plan review process.**
- **All approved final site plans must be stamped.**

## **5415 Reisterstown Road – Hilltop Shopping Center – MVA Office**

**Zoning:** B-2-1, B-3-2, R-6.

Plans Date: October, 2009

**Block/Lot:** 4511-E/1 & 2; 4511-G/1, 2, 3, 4/5.

**Urban Renewal:** None

**Environmental:** Forest Conservation

**Historic:** None

**Total Site Area:** ±6.12 Acres

**Gross Square Footage:** Not Listed

In addition to Committee Members and Planning staff, in attendance was:

- Valek Zarski, Baltimore Land Design Group, Inc.;
- Kritty Udhin, Baltimore Land Design Group, Inc.;
- Logan Bailey-Perkins, H&R Development;
- Nestor Zabala, Curry Architects; and
- Caroline Hecker, RMG.

### **Project Summary:**

This project involves the partial demolition of the theater at the Hilltop Shopping Center, to allow for construction of a new MVA office on the site, and supporting site development to include new parking lots, overflow lots, and an auto test course. There is also a proposed retail addition of ±4,500 sqft.

### **Comments & Issues:**

- Environmental/Landscaping:
  - These plans reflect stormwater management 2000 requirements. Please ensure that this project will meet deadlines prior to the effective date of the updated stormwater management regulations.
  - This project triggers Forest Conservation program requirements. Once the buildings are finalized, continue to work with Gary Letteron (410-396-4369).
  - Lighting and screening elements are to be included on the landscaping plan.
- Parking/ Traffic:
  - There is no City provision for compact parking spaces. Parking spaces should be 9' wide by 20' deep with typical parking spaces dimensioned on the plans. Alternately, 10' by 18' parking spaces are acceptable, and the 90° parking spaces along Reisterstown Road may benefit from this dimension vs. retaining the existing angled parking.
  - The Committee recognized that the front curbline along Reisterstown Road is coincidental with the property line, and so additional width is not available to make this parking area wider to achieve 9' by 20' parking spaces. Contact either Paul Barnes (410-396-5023) or David Fram (410-396-3667) in the Department of General Services to inquire about right-of-way acquisition, if widening is to be considered.
  - MVA designated staff parking spaces are shown at 8.5' by 20'. Applicant stated that this is a standard requirement from the MVA Operating Requirements. Explore options to provide standard parking spaces.

- The entry from Reisterstown Road needs to be altered to have one entering lane only, at 20' width. The exiting lane can be 13' to 15' in width. Paint and sign the exit lane as a right turn only, to discourage left turns from exiting vehicles.
- Relocated the stop sign from the front parking area along Reisterstown Road near the entry to the rear (west) side of the pedestrian crossing.
- Bicycle lanes will be added on Rogers Avenue. Please add amenities for bicyclists and bus riders. Ask MTA to install a handicapped accessible bus stop if the existing stops are to be consolidated.
- After-hours deliveries for retail tenants are expected in the rear of the building.
- Accessibility:
  - Look at the total handicapped parking space requirement, and redistribute them through the plan. More need to be located along the retail frontage along Reisterstown Road, and some need to be located in the overflow parking lots east of Lewiston Avenue. Each parking lot needs to have its own handicapped parking space ratio provided.
  - Show handicapped ramps and safe routes from the auto test course sidewalks crossing Tippet Avenue to the MVA office.
- Plan Adjustments/Missing Site Plan Elements:
  - The parking requirements need to be shown on the plans in table format. To be included in the table: The number of spaces required by land use category, number of handicapped parking spaces, and the total spaces provided.

#### Next Steps:

- Continue to work with Gary Letteron on Forest Conservation program requirements.
- Submit two complete sets of revised plans for final approval and stamp.

#### NOTE:

- **Approvals of site plans are contingent upon the applicant fulfilling all the site plan requirements, Subdivision Rules and Regulations, Zoning Code requirements, Forest Conservation requirements, Critical Area and related environmental controls, Traffic Impact Study requirements, and addressing all comments provided by the Site Plan Review Committee during and after the plan review process.**
- **All approved final site plans must be stamped.**